

**Jefferson County  
Position Description**

<b>Name:</b>		<b>Department:</b>	Human Services
<b>Title:</b>	Community Support Program Professional I	<b>Pay Grade:</b> 7	<b>FLSA:</b> Non-exempt
<b>Date:</b>	September 2015	<b>Reports To:</b>	Community Support Program Supervisor

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**Purpose of Position**

The purpose of this position is to provide symptom management, group activities clinical assessment, treatment planning, and case management to adults, adolescents, and children with severe and persistent mental illness for the Community Support Program (CSP).

**Essential Duties and Responsibilities:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides community-based symptom management services, facilitates individual and group activities, and monitors client symptoms.
- Completes clinical assessments of client condition ie: initial treatment plan; reviews; and Suicide Risk, AODA, Functional and Emergency mental health assessments.
- Provides case management services by utilizing community resources to coordinate care and treatment including crisis intervention, advocacy, and alternative housing/care.
- Provides clients with rehabilitation services and ongoing assessments regarding social, life, and parenting skills; medical/mental health; and personal development through coaching, education, and intervention.
- Develops treatment plans including quantifiable and measurable goal achievement.
- Serves as liaison between client and health providers regarding medications and care.
- Provides crisis services to participants of CSP during regular working hours.
- Completes annual compliance training and adheres to Human Services compliance policies and procedures.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or as may develop.

- Demonstrates dependable attendance.
- Complies with County HIPAA Policies and Procedures, if applicable.

**Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Mentors new staff to the CSP program.
- Identifies, develops, and assists in implementing internal procedural modifications to improve effectiveness of CSP services.
- Facilitates Consumer Council meetings and coordinates CSP activities and fundraisers.

**Minimum Training and Experience Required to Perform Essential Job Functions:**

Bachelor's degree in Behavioral Science, Social Work or a related field with two years related experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid motor vehicle operator's license required.

**Other Requirements:**

**Work Environment:** Requires travel and in-home visits which may risk exposure to adverse environmental conditions including verbal/physical aggression, instability, as well as possible unsafe and unsanitary conditions.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date